



**FRANKLIN ELEMENTARY SCHOOL
RULES OF CONDUCT AND SAFETY
2019-2020
APPROVED BY GOVERNING BOARD ON 2019-03-22**

Franklin Elementary School's Rules of Conduct and Safety were developed collaboratively with feedback from many of our stakeholders ensuring that all of our partners are working toward our collective goal - the education and development of the youth of our community.

At Franklin Elementary School, we believe in fostering a sense of community based on communication, respect, and responsibility. Through this policy, we will outline our expectations, rights, and responsibilities, to promote a positive learning environment for all students.

RIGHTS AND RESPONSIBILITY

Every child has a right to know that they can learn in their own way. Through the shared effort of students, staff, parents, and community members, we can create an environment that is physically safe and fosters the emotional and intellectual development of our children.

These Rights and Responsibilities are in place to create a safe and secure school and form the foundation of the rules of the school.

RIGHTS

- I have a RIGHT to learn.
- I have a RIGHT to hear and be heard.
- I have a RIGHT to be respected.
- I have a RIGHT to be safe.
- I have a RIGHT to privacy and to my own personal space.

RESPONSIBILITIES

- It is my RESPONSIBILITY to allow everyone to learn.
- I have the RESPONSIBILITY to listen.
- It is my RESPONSIBILITY to respect others.
- I have the RESPONSIBILITY to create a safe school.
- I have the RESPONSIBILITY to report an incident of verbal or physical violence to an adult.
- It is my RESPONSIBILITY to respect the other's personal space and privacy.
- It is my RESPONSIBILITY to keep my hands and feet to myself.

In all situations where the rights of a student have not been met, it is the responsibility of any student to report and staff to intervene on the incident. The school personnel and administration and/or his/her delegate will intervene in a manner that will promote learning with the goal of reducing future incidence and/or deliver appropriate consequences on a case by case basis.

To ensure that the outlined rights are respected, Franklin Elementary School has three school rules:

1. Be kind to others (no teasing).
2. Respect all adults without argument.
3. Keep your hands, feet and body to yourself.

Franklin Elementary School has an Anti-Bullying Anti-Violence (ABAV) plan to support our students. Included in this plan is that it is a collective responsibility to reduce bullying.

Students have the responsibility to report a situation that they witness to a member of the school staff and all staff have the responsibility to intervene. Each year, Franklin Elementary School completes a student survey that provides important data for us to improve the environment for our students.

SCHOOL PROCEDURES

ARRIVAL AND DEPARTURE

School attendance and punctuality are important to maximize school achievement and are good habits to develop.

- Arrival:
 - Students are expected to arrive at school on time and they are to enter through the main entrance (front door). Arrival is between 7:40 and 8:05 AM. There is no supervision prior to **7:40 AM** and they should not enter the building.
 - Late arrivals disrupt the learning process of others and consistent presence in class is important for student learning. When your child is late (**arrival after 8:10**), please sign-in and leave your child with the secretary who will ensure they arrive to class safely.
- Departure: Due to our parking restrictions and for everyone's safety, we ask that parents do not park before the buses have left the parking lot. In order to facilitate the flow of bus traffic, parents picking up their children are asked to arrive after 2:30. If you wish to change your child's departure plan (pick-up, bus, extended day program), you must contact the school before 1:30 PM.
- Please advise the school if your child will depart before the end of the school day. The parent/guardian must wait at the office for the child to arrive from class. Early dismissals are disruptive to the learning environment and are discouraged.
- If visiting the school, parents and/or visitors must report to the office first.

ABSENCES

- **Parents are required to contact the school prior to 9 AM** if their child is absent that day.
- Parents may call the school (450-827-2505) or e-mail franklin@nfsb.qc.ca.

EMERGENCY DISMISSAL/CLOSURES

- Emergency closure occurs either prior to the school day commencing or after the start of the day.
- **Before school commences:** The school will post the news of school closures on its Facebook page, the school website and utilize the communication set forth by the NFSB board office (this includes a notice on CJAD). School closures are also posted on the NFSB Facebook page and website.
- **Emergency closing during school hours:** If the school must close for an emergency (for example: a determined extended power failure), parents will be contacted by phone. Parents will be called before the children are sent home. If a parent cannot be reached, the school will either keep the child at school or arrange to send them to friends or neighbours. Parents are requested to indicate alternate arrangements (neighbors or babysitters) when they are not normally at home during the school day.

CONTACT INFORMATION

- Please make sure the school has accurate work and emergency telephone numbers where you can be reached at all times. Parents need to be available for children who are injured or not feeling well. It is essential to inform the school of any change of address or telephone number, especially the emergency contact numbers.

COMMUNICATION BETWEEN THE SCHOOL AND FAMILIES

- Communication between families and the school is important. Parents are invited to contact the school should they have questions or concerns. Initial questions about student interactions or regarding the classroom should be first directed to the teacher.
- The agenda is the primary means of communication between families and the classroom. Families are asked to check the agenda on a daily basis.
- School notices, letters, and newsletters are sent home digitally via email and posted on our Franklin Facebook page. Please ensure that you check your e-mail regularly.
- Permission slips and other documents requiring parent signatures will be sent home in the “front pocket” of your child’s agenda.

MEDICAL INFORMATION

- Parents are responsible for advising the school of their child's medical needs or health conditions.
- Forms are provided at the beginning of the year to all families.
- Families must contact the school immediately if students have fallen ill with a communicable disease.

INJURIES

- Parents will be notified in case of injury or illness and are expected to pick up their child. In the case when a student requires medical assistance, emergency services and parents will be called. A staff member will accompany the student to the hospital and remain until a parent is present.

LUNCH BOX

In line with Canada's food guide <https://food-guide.canada.ca/en/> :

- Students should have healthy snacks (fruit, veggies, yogurt, granola bars etc...) for small recess.
- No sugary drinks (Gatorade, Powerade...) should be brought to school

DRESS CODE

The appearance of any young person is primarily the responsibility of that individual and his/her parents/ guardians. We expect students to maintain the type of appearance that is not distracting to teachers or other students to the detriment of the educational process of the school.

- As a general rule, modesty and decency should prevail. Clothing should cover the whole torso, chest, and shoulder areas. Only shirts with "slogans/graphics" that are deemed appropriate by the school are permitted.
- Shoes are required inside throughout the day except in summer when sandals with a strap are permissible (no flip flops)
- **Physical Education Clothes:** Students are to come to physical education class wearing their phys. ed. uniform (blue t-shirt, athletic shorts/pants, and running shoes). Students are required to store their clothing in a cloth bag. Physical education clothes must be a separate set of clothing from clothes worn in the classroom. If you wish, T-shirts are available through the office for a small fee.
- **Indoor/Outdoor Shoes:** Students must have shoes that are used only for inside wear.
- **Winter wear:** During the winter, students must dress warmly to ensure their safety. Students must wear: boots, snow pants, winter coat, mittens or gloves, hat, and a neck warmer or scarf. Students should arrive in their winter clothing and must wear their winter clothing when leaving the school.
- **Appropriate seasonal clothing:** at Franklin, there is a major focus on Outdoor Education. Please ensure that your child has seasonal clothing (i.e. a poncho and rubber boots...) and is prepared for all types of weather so they can fully participate in our Outdoor Classroom.

SCHOOL YARD

- Students are expected to behave in a way that creates a positive atmosphere for all when playing in the schoolyard.
- Our recesses (both small and big) are spent outside unless the weather does not permit.
- The boundaries of the schoolyard extend to the stonewall. Students are expected to play and have fun while staying in the school boundaries at recess.

PHYSICAL EDUCATION

- All students are expected to participate in physical education classes unless there is a medical reason. A doctor's note must be provided if students are not taking part in physical education classes.

SPORTS EQUIPMENT /SCHOOL EQUIPMENT

- Sporting equipment is to be used with the permission and under the supervision of a staff member.

PERSONAL ITEMS

- Personal items to leave at home: Aside from school related items, no personal items may be brought to school (unless previously authorized by staff). This includes but is not exclusive to: toys, collector's cards, electronic devices such as cell phones, handheld gaming electronics, music devices, jewelry and/or special possessions. These items will be removed from the child and kept in the office until a parent/guardian picks it up.
- STUDENTS CAN NEVER POSSESS ITEMS CONSIDERED DANGEROUS AT SCHOOL including but not limited to: pocket knives and other potentially harmful objects.
- The school is not responsible for lost or stolen items.
- Lost and Found Items: To help us return clothing and school items to their rightful owner, **please label all your child's materials and clothing**. All items remaining will be placed in the Lost & Found. Parents may search through the lost and found near the library.

AFTER SCHOOL ACTIVITIES

- After-school activities require written permission. After-school activities such as choir practice, homework club, floor hockey, etc., are extended to children as a privilege. Parents must pick up their children on time. If parents are late, the child will be sent to the Extended Day Program and a \$5.00 charge will apply for the first 30 minutes, after which a \$10 fee will apply.

EXTENDED DAY PROGRAM

- The same rules and principles apply to our Extended Day Program as throughout the school day.

HOMEWORK

- Homework is always a completion or review activity. Children are given homework related to in class assignments and projects. Homework is a necessary and valuable part of the learning process. Children often require parental guidance with their homework. Please advise your child's teacher if your child is experiencing difficulty in any area of homework.

SCHOOL SOCIAL MEDIA GUIDE

- Social media tools, like Facebook and YouTube, are now an integral part of our lives. As parents, teachers and staff of Franklin Elementary School, it is our responsibility to use social media appropriately and to teach the children to conduct themselves properly when socializing electronically. Everyone can contribute to the development of good habits in order to teach each student how to be an upstanding digital citizen.
- FES realizes that capturing school events digitally is important to all the families of our community. Due to this, pictures and video will be allowed to be taken at school events provided that parents agree not to post, publish, or upload videos and pictures onto social media sites without the permission of parents whose children also appear in the pictures and or video. The actual recording of these events cannot disrupt the performance nor should it block spectators' view.

STUDENT ASSESSMENT FEES

- The Student Assessment Fee is set by the governing board. These fees cover costs such as work sheets, art supplies, agendas, and consumable materials. We thank you for your understanding and continued support of these efforts. Parents will be provided three payment options.

BUS SAFETY RULES

- **GENERAL:** The school bus is considered to be an extension of the school. All school rules and School Bus Safety Rules apply. School bus transportation is a privilege and not a right. The School Board has the right to suspend transportation privileges immediately, depending on the severity of the offense, for an extended period and/or for the balance of the school year
 - First Offense: Warning by the school administration
 - Second Offense: Letter to the parents/guardians
 - Third Offense: 3-5 day suspension of privileges*
 - Fourth Offense: 5-10 day suspension of privileges*

*If a student is suspended from bus privileges, it is the parents'/guardians' responsibility to ensure their child attends school each day.

- **TRANSPORTATION OF EQUIPMENT:** The Quebec Highway Code does not permit a student to carry anything other than the required school materials (school bag and/or lunch container) on a school bus. Therefore, other items (e.g. sports equipment, instruments, skateboards, sleds, large projects, etc.) will not be transported on the school bus.

VOLUNTEERS

Franklin Elementary School values the community's contribution to our school. We require that anyone volunteering at FES must complete a Declaration Concerning Judicial Record form on an annual basis.

School rules, Board Policies, FES Anti-Bullying/Anti-Violence Plan, and consequences apply in the building, in the yard, on school trips, and on buses. However, consequences of the Transportation Policy EEA supersede our consequences.

AREAS OF RESPONSIBILITY

STUDENTS

It is the duty of a student to:

- Participate fully in learning opportunities;
- Attend school regularly and punctually;
- Contribute to an orderly and safe learning environment;
- Respect the rights of others; and
- Comply with the discipline policies of the school and the school board.

PARENTS

It is the duty of parents to:

- Support their children in achieving learning success;
- Ensure that their children attend school as required by ministry regulations;
- Communicate regularly with their children's school;
- Ensure the basic needs of their children are met-making sure that their children are well nourished and well rested when they go to school;
- Support each member of the school staff in their efforts to provide an education for their children.
- If their child has an Individualized Education Plan, parents should ensure this document is signed.
- Provide their children healthy snack options_
<https://www.gardescolaire.org/typeoutils/outils-pour-les-parents/>

TEACHERS

It is the duty of a teacher to:

- Respect the rights of students;
- Teach diligently the subjects and programs of study prescribed by the Ministry, which are assigned to the teacher by the school board;
- Implement teaching strategies that foster a positive learning environment aimed at helping students achieve learning outcomes;
- Encourage students in the pursuit of learning;
- Monitor the effectiveness of the teaching strategies by analyzing outcomes achieved;
- Acknowledge and, to a reasonable extent, accommodate differences in learning styles;
- Participate in individual program planning and implement individual program plans, as required, for students with special needs;
- Review regularly with students their learning expectations and progress;
- Take all reasonable steps to create and maintain an orderly and safe learning environment;

- Maintain appropriate order and discipline in the school or classroom in teacher's charge and report to the school principal or his/her delegate of any instance when the conduct of a student is persistently defiant or disobedient;
- Maintain an attitude of concern for the dignity and welfare of each student and encourage in each student an attitude of concern for the dignity and welfare of others and a respect for religion, morality, truth, justice, love of others and a respect for religion, morality, truth, justice, love of country, humanity, equality, industry, temperance and all other virtues;
- Attend to the well-being and safety of the students.

PRINCIPAL

- The principal is the educational leader of the school and has overall responsibility for the school, including teachers and other staff.
- It is the duty of the principal to ensure that reasonable steps are taken to create and maintain a safe, orderly, positive, and effective learning environment.

DIRECTOR OF EDUCATIONAL SERVICES

- It is the duty of the Director of Educational Services to maintain a safe, orderly, and supportive learning environment in all schools within the school board's jurisdiction.

SUPPORT STAFF

It is the duty of a support staff member to:

- Maintain an attitude of concern for the dignity and welfare of each and every student;
- Cooperate with the school board, director of educational services, school principal, teachers, students, and other staff members to maintain an orderly, safe and supportive learning environment;
- Respect the rights of students.

GENERAL RESPONSIBILITIES AND POWERS OF SCHOOL BOARDS

In accordance with the Education Act, a school board shall:

- Promote its schools as safe, quality learning environments and as community resources;
- Establish a student discipline policy consistent with ministerial guidelines;
- Develop policies and implement programs consistent with the Ministry of Education policies and guidelines respecting students who have been suspended for more than five days or expelled from school
- Establish a policy for the protection of students and employees from harassment and abuse.

ACCEPTABLE USE OF THE INTERNET POLICY AND CONSENT FORM

Internet access is available to staff and students at Franklin Elementary School. We strongly believe that the Internet offers extensive, diverse and unique resources to staff and students. Our goal in providing this resource is to promote educational excellence in our school by facilitating resource sharing, accessing up-to-date information and communication.

With this vast amount of information and connections also comes the availability of unwanted material that may not be considered of educational value in the school. The Internet, like any classroom or hallway, has rules of conduct that must be followed by everyone. It is the responsibility of the user to abide by these rules with the understanding that there will be consequences such as denied access to the Internet for breaking these rules.

INTERNET USE POLICY

I agree to respect the following rules for on-line safety:

- I will not reveal my personal address or phone number or those of any friends or colleagues.
- Messenger-type web sites are not allowed to be used on school computers (MSN, chat rooms, etc.).
- I will tell my teacher and my parents/guardians right away if I come across materials that are not in keeping with the school's standards.
- I will never send a person my picture or anything else without checking with my teacher and parents/guardians.
- I realize that all electronic mail (e-mail) is not guaranteed to be private.
- I will not purposely damage the computer or network in any way.
- I will not visit any inappropriate sites and if I am not sure, I will ask an adult.
- I am prepared to be held accountable for my actions and lose my privileges if the Rules of Acceptable Use of the Internet are not followed.

SCHOOL AGREEMENTS

RULES OF CONDUCT & SAFETY

I have discussed the Rules of Conduct & Safety with my child.

STUDENT'S SIGNATURE _____

PARENT/GUARDIAN'S SIGNATURE _____

TEACHER OR PRINCIPAL'S SIGNATURE _____

DATE _____

-----X-----

NEIGHBORHOOD FIELD TRIP FORM

Occasionally the teachers like to bring the students on an outing to a location near to the school. This form is for the purpose of giving a general permission for this type of activity. For example: Blair's Orchard.

STUDENT'S SIGNATURE _____

CLASS _____

PARENT/GUARDIAN'S SIGNATURE _____

DATE _____

ACCEPTABLE USE OF INTERNET CONSENT FORM

I have discussed the rules of acceptable use of the Internet with my parents and have their permission to use the Internet at Franklin Elementary School.

STUDENT'S SIGNATURE _____

CLASS _____

PARENT/GUARDIAN'S SIGNATURE _____

DATE _____